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[redacted] 25X1A9a

FILED:
RETURN TO
RECORDS MANAGEMENT DIVISION

13 September 1956

Chief, Management Staff

Chief, O&M Staff (DD/I Area)

Work Report Week Ending 12 September 1956

Accomplishments

25X1A8a

1. MS-973, [redacted], CO request for increase in U. S. Field ceiling and T/O. At the request of the A-DD/I, analyzed request of the DD/I to the A-DCI for increase of 15 positions and ceiling in Contact Division, CO. The DD/I reported this was the recommendation of the IG. Analysis of the IG report showed increases were recommended for certain field offices, but not an overall increase. Mgt. Staff recommended the increase be obtained from unused ceiling within the DD/I Area. [redacted] 25X1A9a

2. MS-935, Reorganization and T/O Revision of Special Register, OCR. Revision of organization as recommended by Management Staff. Organization improved by elevating a unit to sectional status in order to reflect properly increased responsibilities and work burden and to eliminate a layer of supervision. 25X1A9a [redacted]

Assignments Active This Week

3. Project 6-45, OCR Space Study - At request of DD/I an analysis of overcrowding in OCR and appropriate recommendations for improvement. [redacted] 25X1A9a

4. Project 6-43, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DD/P. [redacted] 25X1A9a

5. Project 5-72, Assistance to ORR in the Development of a Suitable Regulation concerning Cartographic Support Available in CIA. [redacted] 25X1A9a

6. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. 25X1A9a [redacted]

7. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [redacted] 25X1A9a

8. MS-977, Establishment of GV Position in Office of Research and Reports. [redacted] 25X1A9a

9. MS-976, Conversion of Position from Vouchered to Unvouchered Funds, Office of Research and Reports. [redacted] 25X1A9a 25X1A6a

10. MS-978, Establishment of Position of Current Affairs Officer, [redacted] [redacted] 25X1A9a

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11. Project 6-54, Examination of Proposed ORR Reorganization. [redacted] 25X1A9a

12. Project 6-51, Study of Feasibility of Transferring from OCR to OTR CIA Library Branch Two and Establishing a Communism Library in OTR. [redacted] 25X1A9a

13. Project 6-55, Reorganization of Acquisitions Branch, CIA Library. [redacted] 25X1A9a

14. Project 6-56, Study of the operations of the Acquisitions Branch, CIA Library. [redacted] 25X1A9a

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